

**Stanley College of Engineering & Technology for Women  
(Autonomous)**

(Approved by AICTE and Affiliated to Osmania University, UG all eligible Disciplines -CSE,  
ECE, EEE & IT Accredited by NBA, NAAC with 'A' Grade)  
Chapel Road, Abids, Hyderabad-001 Ph. No 040-23234880, 23244880

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Maternity Leave During 2020-2021

1. Dr.Kezia Joseph Professor in ECE : 01/07/2020 to 30/09/2020
2. Mrs.Sudharshini Kataksham Asst. Professor in ECE: - 01/01/2020 to 01/07/2020
3. Mrs. H. Meenal Asst. Professor in CSE : 01/09/2020 to 30/12/2020
4. Mrs. Syed Afshan Sultana, Asst. Professor in MBA:- 01/09/2020 to 01/03/2021
5. Mrs.V. Swetha Asst. Professor in ECE :-05/06/2020 to 05/12/2020
6. Mrs. T. Mounika Singh Asst. Professor in CSE :- 01/11/2020 to 28/2/2021
7. Mrs. G, Sowmya Asst. Professor in MBA :- 05/02/2021 to 5/07/2021
8. Mrs. B.V.Bhargavi Asst. Professor in H&S :- 01/04/2021 to 30/08/2021

  
PRINCIPAL





**Stanley College of Engineering & Technology for Women**  
Chapel Road, Abids, Hyderabad

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Procs No : STLW/ML/2019

27<sup>th</sup> December, 2019

Sub: STLW-Mrs. V. Sudharshini Kataksham, Asst. Professor in ECE  
Department Sanction of Maternity Leave from 01/01/2020 to  
01-07-2020 Orders-Issued.

Ref: Representation from Mrs. V. Sudharshini Kataksham, Asst. Professor  
in ECE Dept With endorsement of the HOD.

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In the reference cited Mrs. V. Sudharshini Kataksham, Asst. Professor in ECE Department has stated that she is pregnant and her due date for delivery is 20<sup>th</sup> Jan, 2020 & requested to sanction Maternity Leave from 01/01/2020 to 01-07-2020. As per Institution Rules, she is eligible for sanction of maternity leave for 180 days.

In the circumstances stated above, Principal is pleased to sanction Maternity Leave for a period of six months with effect from 01/01/2020 to 01-07-2020. She joined the institution 15/06/2013. Hence she is eligible for full pay salary for 3 months. She shall submit Medical Certificate and Fitness certificate at the time of rejoining duty.

  
PRINCIPAL

To  
Mrs. V. Sudharshini Kataksham,  
Asst. Professor in ECE Department

Copy to  
The Head of the Department, ECE Department  
Accounts Section/ Personal file



Hyderabad,  
4-Dec 2019.

TO  
THE PRINCIPAL,  
SCETH,  
Hyderabad.

Sub: Application for availing Maternity  
leave req.

Respected Sir,

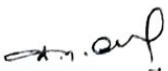
I V. Sudashini Kataksham, Asst prof,  
ECE dept. I joined on 20-Jun-2013. I want to  
avail the maternity leave from Jan 1<sup>st</sup> 2020  
to 1<sup>st</sup> July 2020 [ 01-01-2020 to 01-07-2020 ].

As my due date is On 16 Jan 2020.

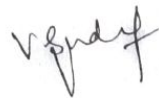
So, please grant me the leave for  
the above.

Thanking you,

Forwarded to principal,



Yours obediently,



(V. Sudashini)  
Asst prof (ECE)

### Monthly Status Report (Basic Work Duration)



Mar 01 2021 To Mar 31 2021

Company: STLW

Printed On : Apr 01 2021 10:22

Days	1 M	2 T	3 W	4 Th	5 F	6 S	7 S	8 M	9 T	10 W	11 Th	12 F	13 S	14 S	15 M	16 T	17 W	18 Th	19 F	20 S	21 S	22 M	23 T	24 W	25 Th	26 F	27 S	28 S	29 M	30 T	31 W
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Department: CSE

Emp. Code : 9                      Emp. Name : Dr.Kishor Kumar Reddy

Status	P	P	P	P	A	P	WO	P	P	P	A	A	A	A	P	P	P	P	P	WO	P	P	P	P	P	A	A	A	P	P	
InTime	08:36	08:54	09:03	08:59		09:17		08:40	08:43	08:58					09:27	08:15		09:47	08:51	08:43		09:20	08:59	08:51	08:50	09:02				09:04	09:05
OutTime	16:29	17:01	16:45	16:14		16:34		16:37	16:38	16:35					16:38	16:31		16:45	16:40	16:35		16:36	16:35	16:30	16:28	15:28				16:37	16:34
Total	7:30	8:02	7:42	7:15	00:00	7:17	00:00	7:38	9:39	7:36	00:00	00:00	00:00	00:00	7:11	7:32	00:00	6:58	7:41	7:36	00:00	7:16	7:36	7:31	7:29	6:28	00:00	00:00	00:00	7:33	7:29

Status	P	P	P	P	A	P	WO	P	P	P	A	A	A	A	P	P	P	P	P	WO	P	P	P	P	P	A	A	A	A	P	P
InTime	08:56	09:03	09:08	08:58		09:39	09:14		09:08	08:44	08:55				08:53	08:47	08:51	08:54	08:51	08:56		09:03	08:45	08:57	09:13	08:47				09:08	09:00
OutTime	16:33	16:31	16:34	16:09		16:34		16:37	16:38	16:35					16:42	16:34	16:48	17:08	16:55	16:35		16:30	16:35	16:30	16:49					16:25	17:04
Total	7:34	7:28	7:26	7:10	00:00	7:20	00:00	7:29	9:39	7:36	00:00	00:00	00:00	00:00	7:43	7:35	7:47	8:09	7:56	7:36	00:00	7:27	7:36	7:31	7:36	00:00	00:00	00:00	00:00	7:17	8:04

Status	P	P	P	P	A	P	WO	P	P	P	A	A	A	A	P	P	P	P	P	WO	P	P	P	P	P	A	A	A	A	P	P
InTime	09:03	09:13	09:03	09:03		09:04		09:16	08:59	09:03					09:06	09:12	09:07	09:12	09:21		09:13	09:06	09:19	09:09	09:09					09:09	09:18
OutTime	16:37	17:14	16:41	17:59		16:52		17:33	16:58	16:52					16:47	16:50		16:43	16:30		16:45	16:42	16:38	17:25	16:48					16:36	16:36
Total	7:34	8:01	7:38	8:56	00:00	7:48	00:00	8:17	7:59	7:49	00:00	00:00	00:00	00:00	7:41	7:38	00:00	7:31	7:09	00:00	7:32	7:36	7:19	8:16	7:39	00:00	00:00	00:00	7:27	7:18	

Status	P	P	P	P	A	P	WO	P	P	P	A	A	A	A	P	P	P	P	P	WO	P	P	P	P	P	A	A	A	A	P	P
InTime	09:06	09:07	09:07	09:16	10:20	09:23		09:20	09:18	09:30					09:12	09:15		09:18	16:27	16:27		08:55	09:06		09:04	09:06				09:04	09:10
OutTime	16:32	16:28	16:25		16:00	16:29		16:33	16:31	16:31					16:27	16:31		16:28				16:22	16:30		16:31	16:21				16:23	16:25
Total	7:26	7:19	7:18	00:00	5:40	7:06	00:00	7:13	7:15	7:01	00:00	6:38	00:00	00:00	7:15	7:16	00:00	7:10	00:00	00:00	00:00	7:23	7:24	00:00	7:27	7:15	00:00	00:00	00:00	7:22	7:15

Status	P	P	P	P	A	P	WO	P	P	P	A	A	A	A	P	P	P	P	P	WO	P	P	P	P	P	A	A	A	A	P	P
InTime	08:58	08:50	08:46	08:47	08:47	08:51		09:20	08:48	08:49					08:48	08:49	08:59	08:45	08:57	08:48		08:51	08:49	08:49		08:46				08:48	08:47
OutTime	16:28	16:23	16:31	16:31		16:32		16:39	16:30	16:25					16:31	16:29	16:17	16:27	16:25	16:30		16:33	16:33	16:34		16:23				16:27	16:27
Total	7:29	7:24	7:31	7:32	00:00	7:33	00:00	7:09	7:31	7:25	00:00	00:00	00:00	00:00	7:32	7:30	7:18	7:28	7:28	7:31	00:00	7:34	7:34	7:35	00:00	7:24	00:00	00:00	00:00	7:28	7:28

Status	P	P	P	P	A	P	WO	P	P	P	A	A	A	A	P	P	P	P	P	WO	P	P	P	P	P	A	A	A	A	P	P
InTime	09:07	09:14	09:18	09:33	09:28	09:26		09:21	09:30	09:32					08:18	08:56	08:52	08:55	09:23	09:18		09:29	09:33	09:19	09:28	09:29				09:09	
OutTime	16:32	16:28	16:36	16:31		16:28		16:28	16:37						16:35	16:25	16:30	13:02	16:36	16:35		17:01	16:33	16:29	16:23					16:04	
Total	7:25	7:14	7:18	6:58	00:00	7:02	00:00	7:07	7:07	00:00	00:00	00:00	00:00	00:00	7:36	7:26	7:31	4:03	7:13	7:17	00:00	7:32	00:00	7:04	7:01	6:54	00:00	00:00	00:00	6:55	00:00



**Stanley College of Engineering & Technology for Women**  
Chapel Road, Abids, Hyderabad

O/o. No: **STLW/15/2020**

Date: 28-09-2020

Sub.: Constitution of Committee - **Women Protection Cell** for Safety and Security of Girls and Women in the Institution - orders issued.

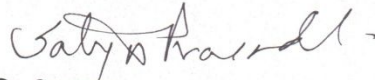
Ref.: Government Memo No.2792/OP/A2/2014-4, dated:06.12.2014 of the Secretary, Higher Education (OP) Department, Govt. of Telangana.

It is informed that, keeping in view of the guidelines issued by the State Government of Telangana & University an internal committee for Women Protection Cell on 'Security of Girls and Women' in the Institution is Constituted with the following:

The Committee Members are:

Sl. No	Name of the Member	Designation/ Department	Committee Designation
1	Dr. Satya Prasad Lanka	Principal	Chairman
2	Dr. A. Kanaka Durga	Director, Academics	Member
3	Dr. Vaidehi	HoD, ADCE	Member
4	Dr. Padma	HoD, MBA	Member
5	Dr. V. Anuradha	HoD, H&S	Member
6	YVS. Sai Pragathi	HoD, CSE	Member
7	M. Sowmya	Assoc. Prof., CSE	Member
8	K. Bramaramba	Assoc. Prof., ECE	Member
9	Dr. Srilatha	Asst. Prof., EEE	Member
10	Mrs. G. Shirisha	Asst. Prof., H&S	Member
11	Dr. Krishna Rao	Professor in Chemistry, Kakatiya University	Parent Representative
12	G. Padma Sree	Assoc. Professor, H&S	Convener

The Committee shall take all necessary steps to ensure safety and security for Girls and Women in the premises of the institution.

  
(Dr. Satya Prasad Lanka)  
Principal

**To:**

I. All the members of the committee.



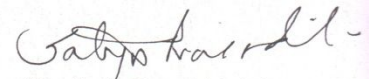
**Stanley College of Engineering & Technology for Women**  
Chapel Road, Abids, Hyderabad

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10-10-2020

**Notice**

It is proposed to convene the meeting of Women Protection Cell committee on 11-10-2020 at 2. PM in the Committee Hall of the institution. All the members are requested to attend the meeting.

  
(Dr. Satya Prasad Lanka)

PRINCIPAL





**Stanley College of Engineering & Technology for Women**  
Chapel Road, Abids, Hyderabad

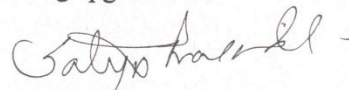
**Minutes of the meeting of Women Protection Cell held on 11-10-2020**

**Members present**

Sl. No	Name of the Member	Designation/ Department	Committee Designation	Signature
1	Dr. Satya Prasad Lanka	Principal	Chairman	
2	Dr. A. Kanaka Durga	Director, Academics	Member	
3	Dr. Vaidehi	HoD, ADCE	Member	
4	Dr. V. Anuradha	HoD, H&S	Member	
5	YVS. Sai Pragathi	HoD, CSE	Member	
6	M. Sowmya	Assoc. Prof., CSE	Member	
7	K.Bramaramba	Assoc. Prof., ECE	Member	
8	Dr. Srjlatha	Asst. Prof., EEE	Member	
9	Mrs.G.Shirisha	Asst. Prof., H&S	Member	
10	G. Padma Sree	Assoc. Professor, H&S	Convener	

The Committee met on 11-10-2020 and after deliberations resolved the following.

1. During the discussions it is found that no grievances were filed by female faculty and staff with regard to sexual harassment.
2. The committee also discussed if any students had issue with male gender on the campus and found no complaint is received.
3. Committee appreciated the efforts of the management in installing upgraded CC cameras in the entire premises.

  
PRINCIPAL